

**U.S. DEPARTMENT OF ENERGY**  
**NEVADA OPERATIONS OFFICE**

**POLICY**

**NV P 311.X**

**DMC**

Approved: 10-8-99  
Review Date: 10-8-01  
Expires: 10-8-03

**DOE NEVADA OPERATIONS OFFICE  
(DOE/NV) ANTI-HARASSMENT POLICY**

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**INITIATED BY:**  
**Office of Quality Leadership and  
Diversity**

**DOE NEVADA OPERATIONS OFFICE (DOE/NV)  
ANTI-HARASSMENT POLICY**

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**PURPOSE**

The Equal Employment Opportunity Commission (EEOC) has determined that harassment is a pervasive problem in the workplace. This Policy is established to affirm DOE/NV's commitment to providing a work environment that is free from any form of harassment based on sex, race, color, religion, national origin, age, disability, sexual orientation, or protected activity.

**CANCELLATION**

NV P 311.2, DOE NEVADA OPERATIONS OFFICE (DOE/NV) SEXUAL HARASSMENT POLICY, dated 3-23-99.

**SCOPE**

The provisions of this Policy statement apply to all DOE/NV employees.

**REFERENCES**

Title 29, Code of Federal Regulations (C.F.R.), Part 1604.11.

DOE Policy on the Prevention and Eradication of Sexual Harassment in the Workplace, 9-10-98.

EEOC Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors, 6-18-99.

**POLICY**

It is DOE/NV's policy that no employee, contractor, customer, or vendor will be subjected to harassment because of his/her sex, race, color, religion, age, physical or mental disability, national origin, sexual orientation, or engagement in a protected activity. Each employee is expected to create and maintain an environment in which individuals are treated with dignity and respect. DOE/NV will have zero tolerance for harassment in any form.

EEOC applies the same standards used in determining sexual harassment to all types of prohibited harassment, i.e., race, color, religion, national origin, age, disability, or protected activity.

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Sexual harassment is defined in 29 C.F.R. 1604.11 as:

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.”

Harassing behavior is not limited to the workplace, but may occur at work related activities, i.e., off-site office parties or training, or on travel, and sexual harassment can occur between members of the same sex.

Examples of harassing behaviors include but are not limited to the following:

- Distribution or display of materials which has the purpose or effect of degrading a person because of their sex, race, color, national origin, disability, age, religion, or sexual orientation.
- Inappropriate teasing, jokes, remarks, questions, or comments that another person may find offensive because of their reference or inference to sex, race, color, national origin, disability, age, religion, sexual orientation, or protected activity.
- Pressure for dates or a personal relationship.
- Uninvited suggestive looks or gestures of a sexual nature or inference.

DOE/NV will not tolerate harassment in any form. All allegations of harassment will be promptly, objectively, and thoroughly investigated. Investigations will remain confidential to the extent possible. Any individual who raises an allegation of harassment and any individual who provides information regarding allegations of harassment are protected from reprisal action. If the investigation validates that harassment has occurred, DOE/NV will take immediate and appropriate corrective action. Any employee whose behavior is found in violation of this policy is subject to disciplinary action ranging from a counseling statement to termination.

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**3 (and 4)**

**RESPONSIBILITIES**

As Manager, I am committed to preserving the integrity of the DOE/NV workplace. I hold all my managers, supervisors, and team leaders accountable for exercising reasonable actions to address, prevent, and correct any harassing behavior that is brought to their attention, or that they become reasonably aware of. Additionally, each employee is responsible for his/her behavior in the workplace. I expect all DOE/NV employees to demonstrate the highest standards of professional and ethical behavior.

If an employee believes that he/she is a victim of harassment, he/she has the responsibility to immediately bring the harassment to the attention of his/her supervisor, Equal Employment Opportunity (EEO) Program Manager, or an EEO counselor.

For additional information, contact Andrea Kato, EEO Program Manager, at 295-1081, or call the U.S. Department of Energy Sexual Harassment Hotline, (202) 586-2220.



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Manager